

JTA Change Request Tool

User Guide – Component Representative Period

General Information

How do I access the JTA Change Request Tool?

Go to: <http://jta-crtool.net>

NOTE: This User Guide will progress sequentially from the top to the bottom entries shown on the Tool's menu page left side.

Should you experience any **problems** with the Tool System at the outset (or in any portion of the Tool), go back to the Change Request Tool menu page and click on the Download a Software Trouble Report (STR) link directly under "Problems With The System?" Fill out the STR, then save it as you would save any Word document. Then e-mail the completed form to the JTA Secretariat at JTA@www.disa.mil.

How do I log on to the JTA Change Request Tool?

As a new user, you'll have to register the first time. Click on the New User? link and follow the listed instructions. Make sure that you fill out *all* the required fields. E-mail this completed form to the JTA Secretariat at JTA@www.disa.mil.

Please NOTE: Each username has only one organization. If you need to enter Change Requests for more than one organization, you will need to request another username.

What about Password specifics?

Initially—for System Administration start-up purposes only—you are assigned a password; however, you are encouraged to *change* it at your earliest convenience. Your Password must be at least seven (7) characters and contain characters from each of the following four (4) character types:

Description	Examples
English uppercase letters	A, B, C, ... Z
English lowercase letters	a, b, c, ... z
Westernized Arabic numerals	0, 1, 2, ... 9
Non-alphanumeric "special characters" such as punctuation symbols	! @ # \$ % ^ & * () _ + - =

How do I change my password?

On the Tool's menu page left side, under "Utilities," click on **Change Password**.

Enter your *current* (about to become obsolete) password. Enter your new password, then enter your new password a second time—for confirmation. Click on the **Change** button. (Passwords not meeting **all** of the above requirements will not be accepted by the system.) Your new password must, of course, be used to log on in the future.

What if I forget my password?

On the Tool's *log on page*, click on the **Forgot Your Password?** link and follow the listed instructions. Should you enter your password incorrectly four times in a row (*time independent*), you'll have to e-mail the JTA Secretariat, who will then e-mail you back your new "starter" password (which, once again, you should modify).

Component Representative Period

During the Component Representative Period, the Component Representative can Read, Add, Delete his/her own Organization's Change Requests. Component Representative Reviewers can add *Notes* to his/her organization's Change Requests.

How can I obtain the privileges of a Component Representative or Reviewer?

The primary Component Representative for each DoD organization supporting the JTA assigns additional Component Representatives and Reviewers. Each organization can have more than one Reviewer or Component Representative. Contact your Component Representative with your request. The primary Component Representative will forward the approval to the JTA Secretariat.

As a Component Representative or Reviewer during the Component Representative Period, what privileges do I have?

During the Component Representative Period, only the Component Representative can add new change requests.

During the Component Representative Period, the Component Representative can Read, Add, Delete his/her own Organization's Change Requests. Component Representative Reviewers can add *Notes* to his/her organization's Change Requests.

(To see an overview of the entire JTA Update Cycle, see the last page in this document.)

During the Component Representative Period, how do I, as a Component Representative, or Component Reviewer, display the JTA Change Requests of my organization in order to add notes to those already posted by the people in my organization?

Log in. Under the words “Change Request” are five “Display by ...” choices. Click on your choice:

- **Display by Author** – A *list of all* your organization’s authors appears. When you’ve clicked on (highlighted) your selection, click on the **Display** button below. All of the Change Requests of *your selected author (or it could be your own)* appear in ascending JTA Paragraph number order—e.g., 1.1, 4.2, 4.3.1. If you select **ALL**, the change requests will be displayed by Author by paragraph number.
- **Display by Control #** – A *list* (Control Numbers only) of *all* your organization’s Change Requests appears. Scroll and/or highlight your choice (including “ALL”), then click on the **Display** button below. Your selected Change Request will appear, its number to the right of the “Organization Number:” line. Clicking **ALL**, will result in all of your Organization’s change requests being displayed in Control number order.
- **Display by JTA Paragraph** – A *list of all* JTA Paragraphs appears for which your organization has submitted Change Requests. You can cursor-scroll (or, faster, drag down the right scroll bar) to the paragraph number you want, click on it (highlight), and then click on the **Display** button below. The “JTA Paragraph Number” you selected appears to the right of the colon in “Number:” along with your selection’s description/rationale text categories. Selecting **ALL** and then **Display** will display all of your Organization’s change requests in paragraph order.
- **Display by Input Date** – A *list of all* your Organization’s Change Requests in ascending date of entry appears. Scroll and click on (highlight) the one of your choice, and then click on the **Display** button below. The Change Request(s) of the date you selected appear under the “Author’s Change Requests by Date of Input” header. Selecting **ALL** and then **Display** will display all of your Organization’s change requests in input date order.
- **Display by Action** – Upon clicking this option, a list of the current Action Disposition categories appears for your Organization’s Change Requests, from which you can select your choice of category. When you have clicked on **Display**, they appear, in order of paragraph number, for your review. The Component Representative Action is displayed plus any Notes that have been input will also be shown.
- **Make a Note** – Upon clicking this option, a list of the Change Requests for your Organization will be displayed. Select the Change Request to which you want to add a note (only *one* may be selected). The change request will be displayed.

Click your cursor in the Current Action Description field and add the note. **When you have finished, always be sure to click on the **Save** button**, otherwise your Note will not be saved. To make a note on another Change Request, click on **NEXT** button.

How do I add, or delete Change Requests?

- **Add New** – (Component Representative Only)– Upon clicking this option, follow the instructions listed in this window. Should you type a “wrong” (non-existing) JTA Paragraph Number, the Tool will let you know, and you must re-enter a valid JTA Paragraph Number. Then click on the **Go** button. The screen that follows requires that you fill in *both* the “Change” and “Rationale” text boxes. (If you do not, the Tool will let you know as soon as you click on the **Save** button.). **When you have finished, always be sure to click on the **Save** button**, otherwise your Change Request(s) will not be saved. Once you have saved a Change Request you will not be able to modify it as an Author.

If you are unsure of the correct JTA Paragraph Number against which you are submitting a Change Request, click on the **JTA Table of Contents** button on the left side. When the Table of Contents appears, scroll or drag to find the subject-matter header you are seeking, which shows the corresponding JTA Paragraph Number in the left column.

If you have a Change Request that applies throughout the entire JTA document, type “General” (not case-sensitive) in the “JTA Paragraph Number” window and click on the **Go** button.

If you want to recommend adding a *new* paragraph *number*, use the JTA Paragraph Number that immediately **precedes** what will be your new paragraph. An example would be: you would like to add a new paragraph numbered 1.15. You would enter paragraph number 1.14. In the description of change, you add the note that you are recommending a new paragraph be added.

- **Delete** – (Component Representative Only) – Upon clicking this button, you’ll see a list—by *Organization numbers*—of your organization’s Change Requests. Be sure you mean to delete the numbered Change Request you are about to delete and that it matches the Change Request title in the list. Keep in mind; once you’ve deleted it, it’s irretrievable. The tool will remind you: “Are you sure you want to delete?”

How do I Modify an existing change request?

The Author’s Description of Change and Rationale cannot be changed. The Component Representative can revise the words in the Current Action Description. The Component Representative Action would then be changed to Accept with Revision.

If the Component Representative does not want the original unmodified Change Request to go forward, he can enter a new Change Request with the modified words and then delete the original Change Request.

How do I recommend (take) an action for a Change Request (Component Representative only)?

On the menu page's left side, at the bottom of "Change Requests," click on the **Take an Action** button. This brings up a list on the right-side screen of all of your organization's Change Requests in ascending Organization Number (e.g., USN001, USN002). Scroll to and click on your selection. Click on **Take an Action** button. Your selection then appears. Select the Component Representative Action you want from the drop down box. You can enter your action description inside the "Current Action Description" window. **When you have finished, always be sure to click on the **Save go Next** button,** otherwise your Action will not be saved. The Action Description appears, when you call it up again, beneath the "Current Action Description" window as the latest input, on top of any previous inputs in descending order of date of input, i.e., a chronological history.

How do I download Change Requests to edit them into a word processor?

On the menu page's left side, under "Instructions," click on the **Download to File** button. Follow the instructions given there. Note that the procedure is different for Netscape and Internet Explorer.

This produces a file that you can edit with Microsoft Word or any other word processor.

How do I upload my word-processed input into the CR Tool?

In your word processor (i.e., MS:Word), select the information you want to enter into the New CR form, select **Edit>Copy**. In the New CR Form, click in the desired text box and select **Edit>Paste**. You won't be able to select all the information at once from your Word Processor into the CR Tool.

How do I print Change Requests?

On the menu page's left side, click on the **Printing** button. Read the information there. To display the Change Request you want to print, go to the Tool's menu page and click on the **Display Selected CR** button on the left side.

Remember: you will need to set up your browser printer if you want to print any top- and bottom-of-page 'headers/footers, page numbers, dates, etc., if you are compiling more than a page's worth of information.

How do I access the list of JTA Subgroup leaders?

On the menu page's left side, click on the **Subgroup Leaders** button. You will see a complete list containing, left-to-right: JTA section and Exploder E-mail Addresses from the JTA Home Page.

How do I access the list of current Component Representatives?

On the menu page's left side, click on the **Organizations** button (under the "References" section).

You will see a complete list, containing, left-to-right: Organizations and E-mail addresses from the JTA Home Page.

How do I access the JTA Table of Contents?

On the menu page's left side, click on the **JTA Table of Contents** button (the third item under the "References" section).

You will see a complete list containing, left-to-right: Section (Paragraph Number), Description (Title of Paragraph), and Starting Page.

How do I log off from the CR Tool?

On the menu page's left side, under "Utilities," click on the **Log off** button. You must **be sure to always log off** after you have completed your entries and before exiting the tool. Simply closing your browser *will not* log you off the system and you won't be able to log back on until the system times you out (about 30 minutes). You will get a message saying, "You cannot log on for more than one session." Your screen will then indicate that the log-off procedure has occurred, and you may exit the JTA Change Request Tool site.

As an Author, what privileges do I have during the Component Representative Period?

During the Component Representative Period, Authors can view and add notes to their own Change Requests.

Hints

- You can move to the bottom of the screen where the Save button is by using the TAB Key.
- Make sure your cursor is in the Current Action Description before you start typing.

- When you click on any “Display by ...” function, you can select from what shows up on the right screen by just clicking on your one selection or, if necessary, select multiple others by holding the Ctrl key down while clicking on your other selections.

(For an overview of the *entire* JTA Change Request Functional Process, see Table 1, below.)

Table 1: Overview of All User Privileges

Functional Period Person	Generation Period	Representative Period	Subgroup Recommendation Period	JTADG (Secretariat) Period
	Read, Add, Modify, and Delete <u>your own</u> CRs	Read <u>your organization's</u> CRs; make notes to your own CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Component Representative	Read, Add, Modify, Delete <u>your own</u> CRs. View organization's CRs	Read, Add, Delete <u>your organization's</u> CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Component Reviewer	Read, Add, Modify, Delete <u>your own</u> CRs. View organization's CRs	CompRep Reviewer can add <i>Notes</i> to <u>his/her organization's</u> CRs	Read all CRs; Add <i>Notes</i> for consideration	Read all CRs
Subgroup Leader	N/A	N/A	Read all CRs; Add <i>Notes</i> and <i>Subgroup Recommendation</i>	Read all CRs
Secretariat Meeting	N/A	N/A	N/A	Read, Add, CRs and add <i>DG Recommendations</i> (including revisions and rationale)